

Ground Rules

- Respect the opinions, beliefs and perspectives of others.
- Be candid with your knowledge, values and opinions.
- Allow the ideas of other group members to be expressed without interruptions.
- Listen carefully and ask questions to understand or clarify the ideas and views of others.
- Try not to force your ideas on others; rather, explain why you believe in them.
- Please keep your comments short and to the point.
- Focus on concerns and interests rather than positions.
- Focus on future improvements.
- Commit to giving the process a chance to succeed.
- Allow your facilitator to keep everyone on schedule and following the agenda.

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